

**Statement of Work
Subscription for Online Research
for GSA's Office of Government-wide Policy
RFQ ID14160212**

A. BACKGROUND

In December 1995, GSA created the Office of Government-wide Policy (OGP) to consolidate its policy functions into a single organization. OGP's policymaking authority covers the areas of personal and real property, travel and transportation, information technology, regulatory information and use of federal advisory committees. OGP's strategic direction is to ensure that Government-wide policies encourage agencies to develop and utilize the best, most cost effective management practices for the conduct of their specific programs.

B. CLASSIFICATION AND SIZE STANDARD

The subscription covered by this RFQ is classified as North American Industry Classification System (NAICS) Code 519130 (Internet Publishing and Broadcasting and Web Search Portals).

C. TYPE OF AWARD

Task Order type: This will be a firm-fixed price task order.

D. PERIOD OF PERFORMANCE

The period of performance is twelve (12) month base period from date of award with an additional four (4) twelve month option periods.

E. STATEMENT OF OBJECTIVES

OGP has a requirement for 13 subscriptions for online research allowing for legal, news, and business information research. There will be the option to increase the number of subscriptions to 16, meaning that there is an optional quantity of 3. The database(s) to be searched must allow for and include the following:

- Content Retrieval
- Current Awareness Services
- Content Delivery
- Searching Capability
- The Capability to Search for Pending Legislation
- The Capability to Search Regulations
- Law Dictionary
- Law Library that includes:
 - Government Contract Newsletters

- (Nash and Cibinic Report, Federal Contracts Reports, Briefing Papers)
- Federal Database
- State Database
- Law Reviews and Journals (to include the ABA Public Contract Law Journal)
- Board of Contracts Appeals Decisions
- Comptroller General Decisions
- Congressional Record
- Federal Register and Code of Federal (CFR) Databases
- U.S. Congressional and Administrative News
- GAO Red Book
- Unlimited Simultaneous Usage for all subscribers

Additionally, OGP requires at least 3 training sessions annually on the use of the subscription and data base services.

F. EVALUATION FACTORS FOR AWARD

F.1. Award: Award will be made to the lowest-priced technically acceptable offeror, who is a responsible offeror, and whose offer conforms to the RFQ.

The Government intends to make award without negotiations. Therefore, offerors are requested to submit quotes to the Government on the most favorable terms from a technical and price standpoint. The offerors must demonstrate in their written quotes that the database(s) to be searched allow for and include the following:

- Content Retrieval
- Current Awareness Services
- Content Delivery
- Searching Capability
- The Capability to Search for Pending Legislation
- The Capability to Search Regulations
- Law Dictionary
- Law Library that includes:
 - Government Contract Newsletters
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 - Congressional Record

- Federal Register and Code of Federal (CFR) Databases
- U.S. Congressional and Administrative News
- GAO Red Book
- Unlimited Simultaneous Usage for all subscribers

Additionally, the offerors must show in their written quote that at least 3 training sessions annually will be provided, regarding the use of the subscription and data base services.

F.2 Quote Evaluations: A Technical Evaluation Team consisting of GSA professional personnel will convene to review and evaluate all quotes. These evaluations will be based on the offeror's responses to both the technical evaluation factors and pricing requirements as stated in this RFQ.

G. PRICE QUOTE

Price Schedule with proposed pricing shall be submitted for the base and four (4) option periods using attached price schedule template in MS Excel format. Price quotations that do not conform to the format in the attached Price Schedule template may be rejected and receive no further consideration for award purposes. The price quote shall be submitted with backup support/calculations to substantiate the price quoted.

H. PLACE OF PERFORMANCE

The performance will be at the contractor's location.

I. OPTION TO EXTEND THE TERM OF THE CONTRACT

The Government shall have the unilateral option of extending the term of this contract for four (4) twelve month consecutive periods. The same terms and conditions contained in this contract shall apply to each option exercised. The Contracting Officer shall exercise the option by providing written notification (mailed or otherwise furnished) to the Contractor at least thirty (30) days prior to the expiration of the contract. See Clause 52.217-9, Option to Extend the Term of the Contract (MAR 2000).

J. INSTRUCTIONS FOR SUMITTING QUOTES

The purpose of these instructions is to provide guidance for preparation and submission of quotes and to establish format and specific content of each quote to assure its completeness and suitability for evaluation purposes.

To aid in evaluation of quote, each quote shall be clearly and concisely prepared in writing (telephonic, telefax, and telegraphic offers will not be accepted); include all information required by this RFQ, with pages numbered and logically assembled. Each quote shall identify name of offeror, date of submission, and RFQ number.

Be clear and concise, so that the Government can properly evaluate your ability to provide the subscription and services.

The content of all quotes will remain confidential.

Questions are due by June 15, 2016 at 5:00 p.m. ET. Quotes are due by June 21, 2016 at 5:00 p.m. ET. Questions and quotes shall be submitted electronically to:

GSA Contract Specialist (CS):

Natalia Belinsky, email: natalia.belinsky@gsa.gov

K. TECHNICAL QUOTE REQUIREMENTS/INSTRUCTIONS

Submit a technical quote consisting of no more than 25 pages, which details the capabilities of the software, and which addresses **all** of the requirements of the SOW.

The Government will use your technical quote to evaluate your technical acceptability. Each technical quote should be sufficiently complete and organized and in enough detail to insure that evaluation can be made on the basis of its content.

Your technical quote must provide sufficient information to show the Government you have the ability to manage and provide the subscription and services required by the RFQ.

L. INVOICING

Invoices shall be submitted no later than the fifteenth calendar day of the month following performance. The COR and CO shall receive a copy of the invoice and all supporting documentation. This can be done before, but no later than, the same time as invoice submission to the GSA Finance Office.

Invoices are authorized for payment upon the Government's receipt and acceptance of deliverables specified in the contract and the receipt of a valid invoice. Failure to comply with the procedures outlined below shall result in your payment being delayed. Invoices, to be proper and payable, must include the following information:

1. Name and address of the Contractor, and
2. Invoice date and number, and
3. Contract Number, Order Number, and Pegasys Document Number (PDN) (listed in Block 20 of the SF-1449 or Block 4 of SF-300), any Contract Line Item Numbers, and the project title (**Subscription for Online Research**), and

4. Description of the services provided including quantity, unit of measure, unit price and extended price of the item(s) delivered; period of service and/or dates that services were provided, etc., and
5. Name and address of official to whom payment is to be sent, and
6. Name, title, and phone number of person to be notified in event of defective invoice; and
7. Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice.

The Contractor shall submit an original invoice for payment to GSA Financial Operations & Disbursement Division. The contractor may submit original invoices electronically via the Vendor and Customer Self Service (VCSS) system. The contractor needs to be registered in VCSS in order to submit invoices electronically to the following web-based site:
<https://vcss.ocfo.gsa.gov>.

Electronic Submission: The Vendor and Customer Self Service (VCSS) system, implemented by the General Services Administration (GSA), is a web-based application that allows vendors to create and process their invoices electronically (paperless) and track the status of payments made by GSA, and allows customers to view billing and payment information.

VCSS is a voluntary participation program; however any vendor desiring to participate must have a valid DUNS/DUNS+4 number and must register in the System for Award Management (SAM) database prior to registering in VCSS. Vendors can contact Dun & Bradstreet at <http://fedgov.dnb.com/webformto> to obtain a DUNS/DUNS+4 number. The vendor must ensure that their SAM registration remains active at all times.

The contractor shall submit with a GSA Form 1142- Release of Claims with submission of the final invoice at the end of the period of performance. A copy of the form should be sent via email to the Contracting Officer (CO) identified in Block 26A of the award document (GSA Form 300) and to the Contract Specialist and Contracting Officer's Representative (COR) identified as the government POCs in this requirements document.

M. POINT OF CONTACT

Contracting Officer (CO):

Nina Malakouti-Zamir
Internal Acquisition Division (IAD)
1800 F Street NW, Room 6307
Washington DC 20405-0001
Office: (703) 605-2742

(b) (6)

E-mail: nina.malakouti@gsa.gov

Contract Specialist (CS):

Natalia O Belinsky
Internal Acquisition Division (IAD)
1800 F Street NW, Room 6307
Washington DC 20405-0001
Office: 202-694-2996
(b) (6)
E-mail: natalia.belinsky@gsa.gov

Contracting Officer's Representative (COR):

Suzanne Winnard
Office of Acquisition Policy
1800 F Street NW, Room 2200
Washington DC 20405-0001
Phone and Cell: (b) (6)
Email: suzanne.winnard@gsa.gov